

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/07/2017		2. CONTRACT NO. (If any) EP-W-17-003		6. SHIP TO: a. NAME OF CONSIGNEE SRRPOD	
3. ORDER NO. 0014		4. REQUISITION/REFERENCE NO. PR-OLEM-17-00200			
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: CATE GARRIS				f. SHIP VIA	
a. NAME OF CONTRACTOR SRA INTERNATIONAL, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 15036 CONFERENCE CENTER DRIVE				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY CHANTILLY		e. STATE VA	f. ZIP CODE 20151		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Office of Emergency Management	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT Destination					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 12/11/2017	
a. INSPECTION Destination	b. ACCEPTANCE Destination				
16. DISCOUNT TERMS					

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 097779698 TASK ORDER TITLE:SUPPORT TO EPA'S METHAMPHETAMINE DRUG LABORATORY TRAINING GUIDANCE AND OUTREACH PROGRAM  The terms and conditions of Contract Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center		\$200,000.00				17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts		\$1,697,920.00				
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			

22. UNITED STATES OF AMERICA BY (Signature)

12/07/2017

ELECTRONIC SIGNATURE

23. NAME (Typed)  
Tiffany Wilson  
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

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DATE OF ORDER 12/07/2017	CONTRACT NO. EP-W-17-003	ORDER NO. 0014
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>EP-W-17-003 are hereby incorporated by reference. Services are rendered under this task order are for severable services. This is a times-and-materials task order and is subject to the Limitation of Cost and Limitation of Funds Clauses.</p> <p>The contractor shall perform services in accordance with the attached Statement of Work (SOW). This procurement is for one (1) 12-month base year period with four (4) 12-month option year periods.</p> <p>BASE YEAR PERIOD OF PERFORMANCE: 12/11/2017 - 12/10/2018</p> <p>This is a Time-and-Materials (T&amp;M) task order that is incrementally funded in the amount of \$200,000.00. The task order base year ceiling price is \$345,082.00 which the vendor is not authorized to exceed at its own risk. The task order base year period amount with four option year periods total is \$1,697,920.00.</p> <p>TOCOR: LISA BOYNTON Max Expire Date: 07/31/2022</p> <p>Admin Office: SRRPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460</p> <p>Accounting Info: 17-T-D3P-303DC6-2505-HQ00BM00-17D3P17012-001 BFY: 17 Fund: T Budget Org: D3P Program (PRC): 303DC6 Budget (BOC): 2505 Job #: HQ00BM00 DCN - Line ID: 17D3P17012-001 Period of Performance: 12/11/2017 to 12/10/2018</p> <p>BASE YEAR PERIOD OF PERFORMANCE : 12/11/2017 - 12/10/2018</p> <p>THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED BELOW AND IN THE ATTACHED STATEMENT OF WORK FOR THE BASE Continued ...</p>				200,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$200,000.00

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

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DATE OF ORDER 12/07/2017	CONTRACT NO. EP-W-17-003	ORDER NO. 0014
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	YEAR PERIOD					
	TASK 1 - METH LAB AWARENESS AND OPERATIONS TRAINING					
	TASK 2 - SUPPORT FOR METH LABE GUIDELINES WORK					
	TASK 3 - COMMUNICATIONS AND OUTREACH SUPPORT					
0002	OPTION YEAR PERIOD I PERIOD OF PERFORMANCE: 12/11/2018 - 12/10/2019 THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED BELOW AND IN THE ATTACHED STATEMENT OF WORK FOR THE OPTION YEAR PERIOD I  TASK 1 - METH LAB AWARENESS AND OPERATIONS TRAINING TASK 2 - SUPPORT FOR METH LAB GUIDELINES WORK TASK 3 - COMMUNICATIONS AND OUTREACH SUPPORT (Option Line Item) 12/11/2018					
0003	OPTION YEAR PERIOD II PERIOD OF PERFORMANCE: 12/11/2019 - 12/10/2020 THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED BELOW AND IN THE ATTACHED STATEMENT OF WORK FOR THE OPTION YEAR PERIOD II  TASK 1 - METH LAB AWARENESS AND OPERATIONS TRAINING TASK 2 - SUPPORT FOR METH LAB GUIDELINES WORK TASK 3 - COMMUNICATIONS AND OUTREACH SUPPORT (Option Line Item) 12/11/2019					
0004	OPTION YEAR III PERIOD OF PERIOD OF PERFORMANCE: 12/11/2020 - 12/10/2021 THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED BELOW AND IN THE ATTACHED STATEMENT OF WORK FOR THE OPTION YEAR PERIOD III  Continued ...					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 12/07/2017	CONTRACT NO. EP-W-17-003	ORDER NO. 0014
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0005	<p>TASK 1 - METH LAB AWARENESS AND OPERATIONS TRAINING</p> <p>TASK 2 - SUPPORT FOR METH LAB GUIDELINES WORK</p> <p>TASK 3 - COMMUNICATIONS AND OUTREACH SUPPORT (Option Line Item)</p> <p>12/11/2020</p> <p>OPTION YEAR PERIOD IV PERIOD OF PERFORMANCE: 12/11/2021 - 1/31/2022</p> <p>THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED BELOW AND IN THE ATTACHED STATEMENT OF WORK FOR THE OPTION YEAR PERIOD IV</p> <p>TASK 1 - METH LAB AWARENESS AND OPERATIONS TRAINING</p> <p>TASK 2 - SUPPORT FOR METH LAB GUIDELINES WORK</p> <p>TASK 3 - COMMUNICATIONS AND OUTREACH SUPPORT (Option Line Item)</p> <p>12/11/2021</p> <p>The obligated amount of award: \$200,000.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**OFFICE OF EMERGENCY MANAGEMENT  
REGULATION, EVALUATION AND TECHNICAL SUPPORT**

REQUEST FOR OFFER: PR-OLEM-##-#####

TASK ORDER TITLE: Support to EPA's Methamphetamine Drug Laboratory Training, Guidance and Outreach Program

**STATEMENT OF WORK**

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**I. BACKGROUND:**

As the federal government expands its efforts to combat the growing problem of current and former methamphetamine manufacturing labs (meth labs), agencies must improve their processes to address the increasingly difficult problems that are encountered. This includes extensive support to local and state governments on different levels.

One problem associated with methamphetamine-producing labs is the threat to human health and the environment resulting from the chemicals and other hazardous wastes that remain following the discovery and arrest of operators. For example, the hazardous wastes remaining at meth labs presents a significant threat to law enforcement officials and other first responders (fire and health department personnel) that initially secure the site, as well as other people who live or work nearby.

EPA is conducting a variety of activities to understand and characterize the threats posed by meth labs, enhance customer awareness of the inherent threats posed by such contamination, and improve the ability of local governments to respond to meth contamination. To accomplish these objectives, EPA must (among other activities) evaluate existing organizations and processes and implement process improvement activities and training to respond to the unusual or unique circumstances surrounding contamination at former meth labs.

Specifically, at a minimum, EPA provides training on awareness and operations at former meth labs, this support to continue that training, and guidance efforts for responders, including EPA personnel.

**II. SCOPE OF WORK**

The scope of this task order is to provide training on awareness and operations at former meth labs, this support to continue that training, and guidance efforts for responders, including EPA personnel. EPA has developed a national training curriculum to effectively instruct first responders on how to identify, remediate and cleanup former meth lab sites. This effort includes communication and outreach to stakeholders of EPA's activities related to meth lab cleanup and guidance.

Work under this task order aligns with SOW Areas 1, 3-6

**III. PERIOD OF PERFORMANCE**

The period of performance for the Base Period shall be date of award through 2/5/18.

The Government has the option to extend the effective period of this task order for TBD additional periods. Prior to the expiration of the effective task order period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. The period of performance for the Task Order Option Periods are defined below:

	To:	From:
Base Period	##/####	##/####
Option Period I	##/####	##/####
Option Period II	##/####	##/####
Option Period III	##/####	##/####
Option Period IV	##/####	##/####

#### IV. TASKS

##### **TASK 1 – METH LAB AWARENESS AND OPERATIONS TRAINING**

The contractor shall provide this training to first responders at the awareness and operational levels at eight (8) different sites around the country, taking into consideration scheduling difficulties. The contractor shall assist in identifying appropriate locations for the training. The training shall include the full train-the-trainer component (if appropriate) and all training materials. Specifically, the Contractor shall perform the following:

1. Provide a List of Potential Training Sites
2. Provide all logistical support for the training;
  - a. Assemble, update, and provide training materials;
  - b. Create promotional materials related to the training and serve as a point of contact for registration (if local host is unable);
3. Conduct training (2 days) on first responder awareness, operations, and train the trainer at each training site, utilizing EPA's curriculum;
4. Provide post training support, including responding to ad-hoc requests from participants for other training related information;

**For estimating purposes only**, the contractor shall assume conducting the training will require four (4) persons for five (5) days each in each of the following six (6) cities: Baltimore, MD, Chicago, IL, New Orleans, LA, Denver, CO, Harrisburg, PA, and Minot, ND.

Number	Deliverable	Due Date
1	List of Potential Training sites	Due date shall be specified in Technical Direction Form (TDF) but shall be no later than 30 calendar days after issuance
2	Promotional Materials for Training	Due date shall be specified in Technical Direction Form

		(TDF)
3	Support Material for Training	Due date shall be specified in Technical Direction Form (TDF) but shall be no later than 90 calendar days after issuance
4	Conduct Training in Eight Cities	Due date shall be specified in Technical Direction Form (TDF) but shall be no later than end of this task order

## **TASK 2 - SUPPORT FOR METH LAB GUIDELINES WORK**

The contractor shall assist and support EPA in updating and revising EPA's voluntary guidelines for meth labs.

The contractor shall assist EPA in exploring: 1) how EPA's guidelines can be made more portable for field personnel; 2) the best methods for that portability; 3) how best to implement portability and assist in creating those tools. (4) in addition, the contractor with support EPA in promoting the revised guidelines as necessary. Specifically, the Contractor shall perform the following:

1. Research and present on new and current methods of cleanup for compact field guides or guidelines updates as necessary;
2. Assist in choosing the best method for material presentation for all users;
3. Assist in the implementation of a method chosen by EPA;
4. Activities may include attending classes, conferences and seminars, meetings, conducting research

Number	Deliverable	Due Date
1	Support EPA in creating field ready tools and guidelines updates	Due date shall be specified in Technical Direction Form (TDF)
2	Review of currently available field guide options Present EPA with options	Due date shall be specified in Technical Direction Form (TDF) but shall be no later than 120 calendar days after issuance
3	Present EPA with implementation options	Due date shall be specified in Technical Direction Form (TDF) but shall be no later than 120 calendar days after issuance

## **TASK 3 - COMMUNICATIONS AND OUTREACH SUPPORT**

Communication and outreach to stakeholders of EPA's efforts related to meth lab cleanup is critical. Information changes quickly and the geographic concentration of meth labs changes as quickly. The Contractor shall perform the following:

1. Identify the objectives of the communications activities, identify the target audience, provide support for these efforts.
2. Disseminate information related to EPA's Drug Lab Project Team, and the relationship between drug lab cleanups and EPA programs that assist local governments in conducting cleanups.
3. Identify potential conferences in which EPA may participate, arrange for that participation, and update outreach materials related to each conference.
4. Recommend and update outreach materials to disseminate information about the production of meth and the environmental dangers of that process – related to EPA's mission of protecting human health, and the environment.

Number	Deliverable	Due Date
1	Identify the objectives of the communications activities	Due date shall be specified in Technical Direction Form (TDF)
	Disseminate information related to EPA's Drug Lab Project Team	Due date shall be specified in Technical Direction Form (TDF)
3	Conference Tracking Matrix	Due date shall be specified in Technical Direction Form (TDF) but shall be no later than 30 calendar days after issuance
4	Outreach Support Products	Due date shall be specified in Technical Direction Form (TDF)

## **V. POINT OF CONTACT**

Lisa Boynton  
202-564-2487  
Boynton.lisa@epa.gov

## **VI. TERMS AND CONDITIONS**

### **Technical Direction**

In accordance with contract clause EPAAR 1552.237-71–Technical Direction, only the Task Order Contracting Officer Representative (TOCOR) and Contracting Officer (CO) are authorized to provide technical direction during performance of this task order. Technical direction is binding on the contractor.



Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical direction must be within the scope of the contract and any task order there under. The TOCOR does not have the authority to issue technical direction which:

- (1) Requires additional work outside the scope of the contract or task order;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or task order;
- (4) Alters the period of performance of the contract or task order; or
- (5) Changes any of the other express terms or conditions of the contract or task order.

If, in the contractor's opinion, any instruction or direction falls within any of the categories defined in paragraph (c) of the Technical Direction clause, the contractor shall not proceed but shall notify the CO in writing within 3 days after receiving it and shall request that the CO take appropriate action.

### **Technical Communication**

Agency employees (other than the TOCOR or CO) such as a "technical lead", may engage in technical communication with contractor employees, but are not authorized to give technical direction. Technical communication is the informal exchange of information between Federal employees and contractors. Such communications includes information exchanged on a broad range of topics such as, but not limited to: scientific information, research information or information technology. Technical communication is more general in nature than technical direction; it does not direct the contractor and is not binding on the contractor.

### **GOVERNMENT PRINTING**

Performance under this task order calls for printing or duplication that exceeds the maximum limitations described in EPAAR 1552.208-70—Printing. Any printing or duplication called for under this task order in excess of those limits must be performed by EPA's Print Shop or by the Government Printing Office (GPO). The contractor shall coordinate with the Task Order Contracting Officer's Representative (TOCOR) on all printing or duplication to be completed by EPA's Print Shop or the GPO.

### **TRAVEL**

Performance under this task order requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: [www.gsa.gov/fttr](http://www.gsa.gov/fttr). The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with the Department of Defense Joint Travel Regulations found here:

<http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this task order.

### **EPA GREEN MEETINGS AND CONFERENCES (EPAAR 1552.223-71) (MAY 2007)**

- (a) The mission of the EPA is to protect human health and the environment. We expect that all Agency meetings and conferences will be staged using as many environmentally preferable measures as possible. Environmentally preferable means products or services that have a lesser or reduced effect on the environment when compared with competing products or services that serve the same purpose.

- (b) As a potential meeting or conference provider for EPA, we require information about environmentally preferable features and practices your facility will have in place for the EPA event described in the solicitation.
- (c) The following list is provided to assist you in identifying environmentally preferable measures and practices used by your facility. More information about EPA's Green Meetings initiative may be found on the Internet at <http://www.epa.gov/oppt/greenmeetings/>. Information about EPA voluntary partnerships may be found at <http://www.epa.gov/partners/index.htm>.
- (1) Do you have a recycling program? If so, please describe.
  - (2) Do you have a linen/towel reuse option that is communicated to guests?
  - (3) Do guests have easy access to public transportation or shuttle services at your facility?
  - (4) Are lights and air conditioning turned off when rooms are not in use? If so, how do you ensure this?
  - (5) Do you provide bulk dispensers or reusable containers for beverages, food and condiments?
  - (6) Do you provide reusable serving utensils, napkins and tablecloths when food and beverages are served?
  - (7) Do you have an energy efficiency program? Please describe.
  - (8) Do you have a water conservation program? Please describe.
  - (9) Does your facility provide guests with paperless check-in & check-out?
  - (10) Does your facility use recycled or recyclable products? Please describe.
  - (11) Do you source food from local growers or take into account the growing practices of farmers that provide the food? Please describe.
  - (12) Do you use biobased or biodegradable products, including bio-based cafeteria ware? Please describe.
  - (13) Do you provide training to your employees on these green initiatives? Please describe.
  - (14) What other environmental initiatives have you undertaken, including any environment-related certifications you possess, EPA voluntary partnerships in which you participate, support of a green suppliers network, or other initiatives? Include "Green Meeting" information in your quotation so that we may consider environmental preferability in selection of our meeting venue.

## **VII. TECHNICAL EVALUATION CRITERIA**

The following evaluation criteria shall be used to evaluate the contractor's proposal, with technical criteria being equally important or more important to price.

### **1. TECHNICAL APPROACH**

The contractor will be evaluated on its technical approach to the task order. The technical approach should demonstrate knowledge of the current EPA Removal Program, methamphetamine labs and cleanup, EPAs Local Government Reimbursement Program, and issues facing local first responders related to meth labs.

### **2. TECHNICAL CAPABILITY**

The contractor will be evaluated on its demonstrated understanding and ability to perform the requirements. The contractor should demonstrate a familiarity with the EPA Removal Program, local governments, and the full universe of meth lab issues facing first responders. The contractor should demonstrate its capability in training, working with local governments, ability to communicate program information, and technical research related to meth lab programs in the states.

### **3. LABOR MIX**

The contractor will be evaluated on its proposed labor mix. The labor mix should include professionals with relevant experience/expertise.